USER MANUAL

E-Leave Online

Information Technology

Administration

Knight Frank Chartered (Thailand) Co., Ltd.

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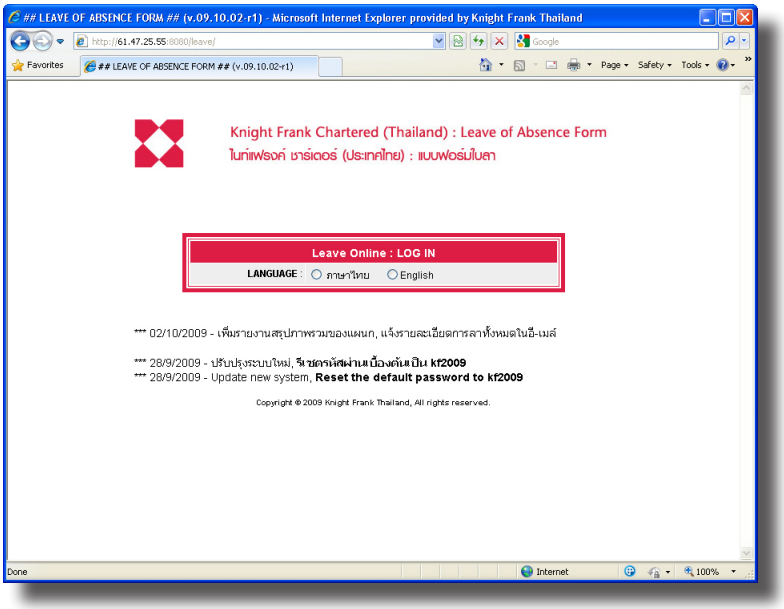
Using E-Leave system

The letter is to ask to leave the system and used to monitor the number of days used to leave and leave the remaining days of each user. Contains sections. The details and how to use the following Access system. Can do so by visiting URL http://knightfrank.co.th/eleave


LEAVE OF ABSENCE FORM ## (v.09.10.02-r1) - Microsoft Internet Explorer provided by Knight Frank Thailand
Knight Frank Chartered (Thailand) : Leave of Absence Form
ไนท์เฟรงค์ ชาร์เตอร์ (ประเทศไทย) : แบบฟอร์มใบลา
Leave Online : LOG IN
LANGUAGE : ภาษาไทย English
*** 02/10/2009 - เพิ่มรายงานสรุปภาพรวมของแผนก, แจ้งรายละเอียดการลาทั้งหมดในอี-เมล์
*** 28/9/2009 - ปรับปรุงระบบใหม่, รีเซตรหัสผ่านเป็นค่าเริ่มต้นเป็น kf2009
*** 28/9/2009 - Update new system, Reset the default password to kf2009
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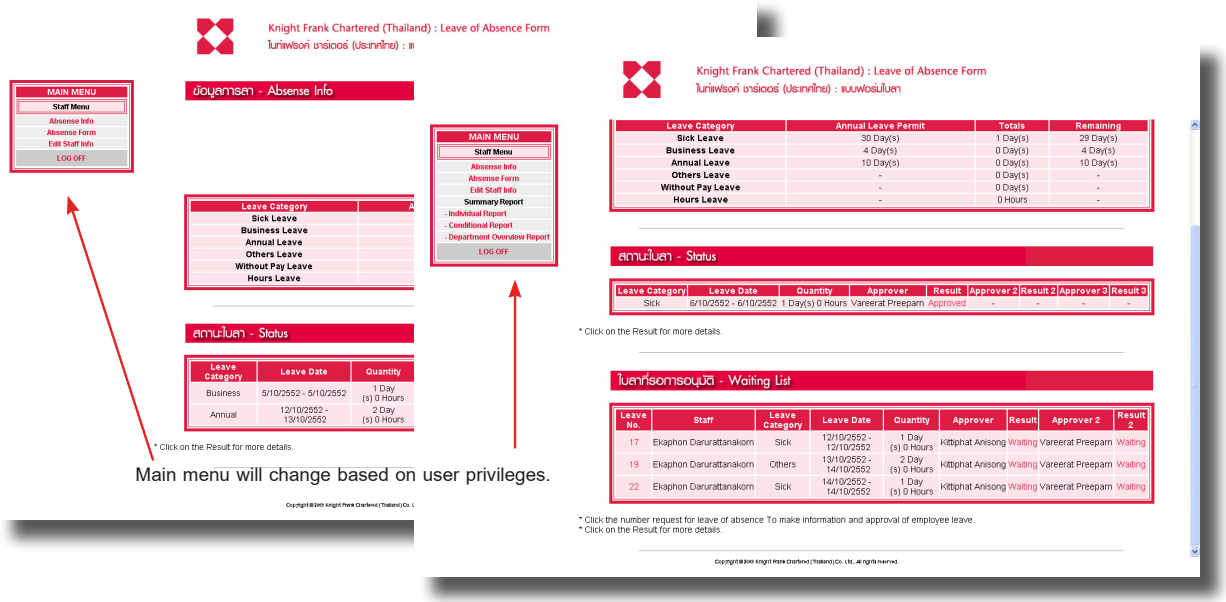
Process to access the system

1. Choose **Language**
2. Choose **Department**
3. Choose **Username** and input **password** -- For all of your initial password is kf2009

When through the confirmation process to use. Will find the main window of the form

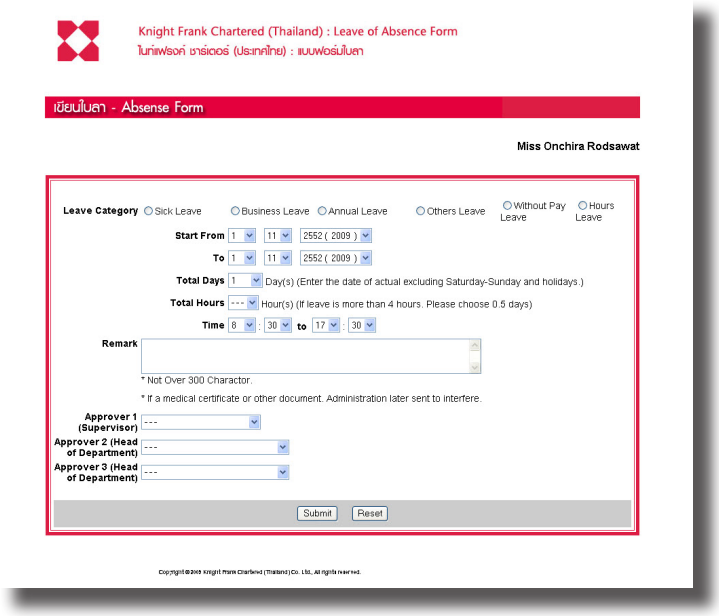


Main menu will change based on user privileges.

User Section

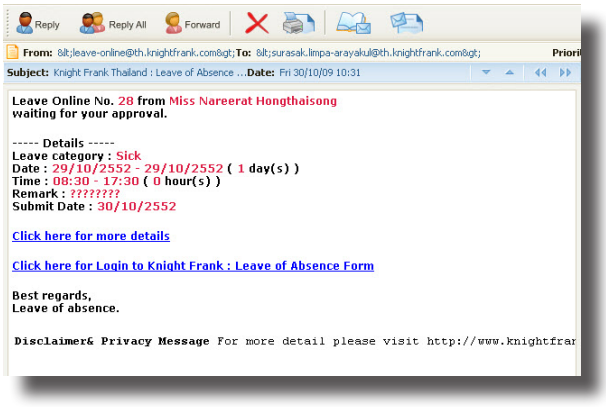
1. Requested leave.

When users want to leave. Click on the menu, written letter will appear as a screen



Letter writing process.

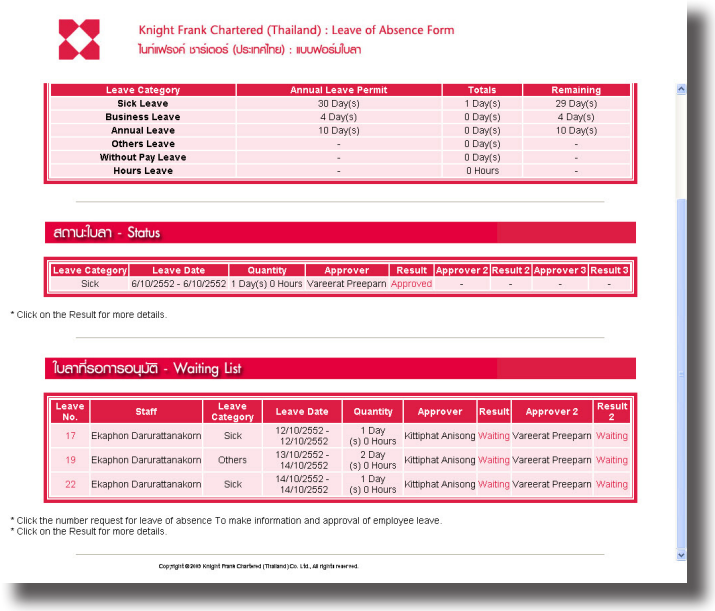
1. Choose the type of leave. (Sick, Business, Annual, Others, Without Pay, Hours)
2. Choose Date
3. Select the number of days leave all. (If full-time leave).
4. Select the number of hours of leave. (If hour leave event) and select the time leave office.
5. Enter remark (maximum 300 characters).
6. Select the authorization, respectively (without the approval of the order 2 and 3 are not authorized to select).
7. Click the Submit button to send a letter to the following pending.


Reply
Reply All
Forward
Subject: Knight Frank Thailand : Leave of Absence ...Date: Fri 30/10/09 10:31
Leave Online No. 28 from Miss Nareerat Hongthaisong
waiting for your approval.
----- Details -----
Leave category : Sick
Date : 29/10/2552 - 29/10/2552 (1 day(s))
Time : 08:30 - 17:30 (0 hour(s))
Remark : ????????
Submit Date : 30/10/2552
Click here for more details
Click here for Login to Knight Frank : Leave of Absence Form
Best regards,
Leave of absence.
Disclaimer& Privacy Message For more detail please visit http://www.knightfrar

Example E-mail to send notifications to the approver.

2. To view the status letter and see the number of days outstanding leave and go.

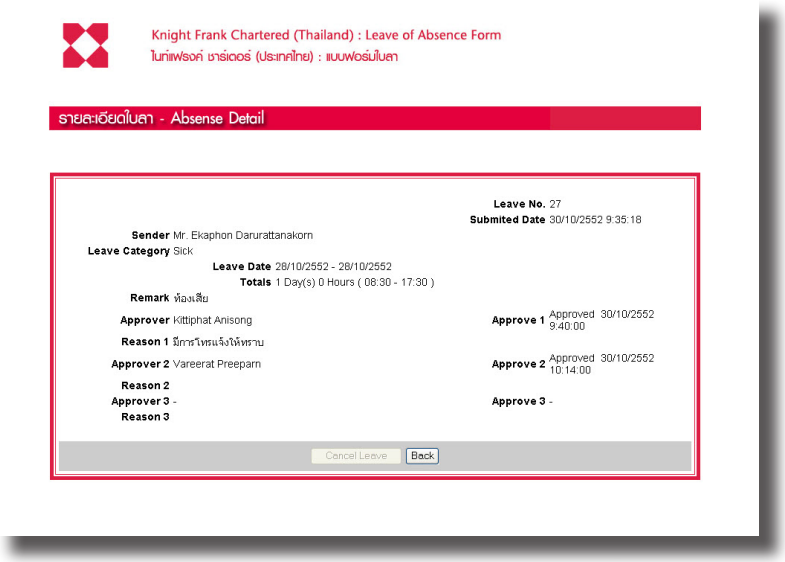
When users want to see leave. Click on the **Absense Info**, leave the screen will display the image.


Knight Frank Chartered (Thailand) : Leave of Absence Form
ไนท์เฟรงค์ ชาร์เตอร์ (ประเทศไทย) : แบบฟอร์มใบลา
Leave Category | Annual Leave Permit | Totals | Remaining
Sick Leave | 30 Day(s) | 1 Day(s) | 29 Day(s)
Business Leave | 4 Day(s) | 0 Day(s) | 4 Day(s)
Annual Leave | 10 Day(s) | 0 Day(s) | 10 Day(s)
Others Leave | - | 0 Day(s) | -
Without Pay Leave | - | 0 Day(s) | -
Hours Leave | - | 0 Hours | -
สถานะใบลา - Status
Leave Category | Leave Date | Quantity | Approver | Result | Approver 2 | Result 2 | Approver 3 | Result 3
Sick | 6/10/2552 - 6/10/2552 | 1 Day(s) 0 Hours | Vareerat Preeparn | Approved | - | - | - | -
* Click on the Result for more details.
ใบลาที่รอการอนุมัติ - Waiting List
Leave No. | Staff | Leave Category | Leave Date | Quantity | Approver | Result | Approver 2 | Result 2
17 | Ekaphon Darurattanakorn | Sick | 12/10/2552 - 12/10/2552 | 1 Day (s) 0 Hours | Kittiphat Anisong | Waiting | Vareerat Preeparn | Waiting
19 | Ekaphon Darurattanakorn | Others | 13/10/2552 - 14/10/2552 | 2 Day (s) 0 Hours | Kittiphat Anisong | Waiting | Vareerat Preeparn | Waiting
22 | Ekaphon Darurattanakorn | Sick | 14/10/2552 - 14/10/2552 | 1 Day (s) 0 Hours | Kittiphat Anisong | Waiting | Vareerat Preeparn | Waiting
* Click the number request for leave of absence To make information and approval of employee leave.
* Click on the Result for more details.

See the remaining number of days leave and used, the status letter (part of the requested leave) and the letter pending. (Part of the approval) when the data leave approved by the final approval and then. Leave will be calculated using the number of days and leave. Balance automatically.

3. Cancel Leave Request and Requested modification, on leave.

User ask to leave click on the **Absense Info**. And click on the approval. Will find the screen with details of the leave form.

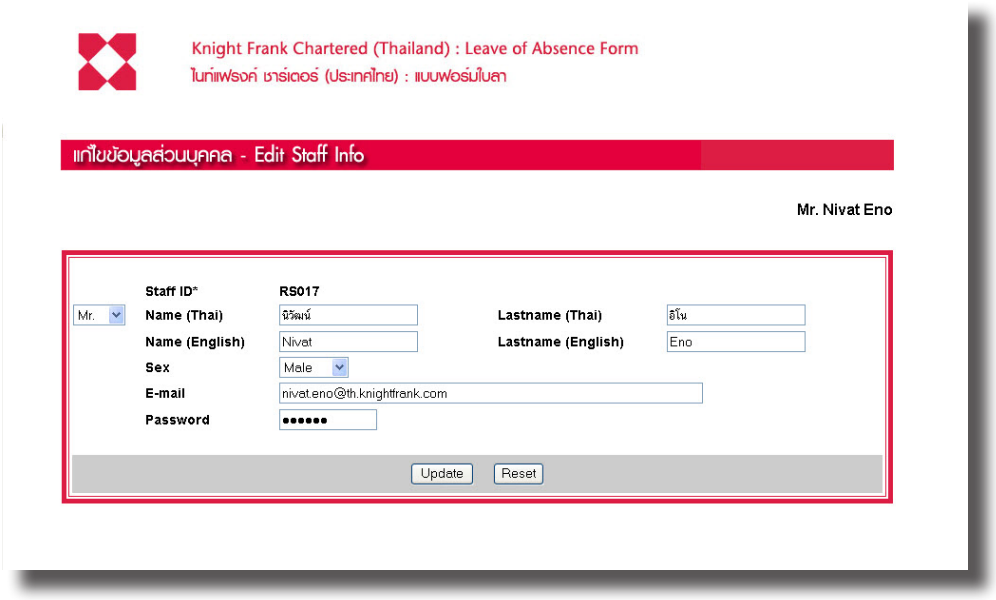


We leave to the list click **Cancel Leave** the letter will be lost. If the letter is to set no date or ask to leave the button, and then click Cancel Leave can not be. To notify to the personnel to continue.

for Requested modification, on leave. Leave to the applicant to cancel the day before leave. And to leave again.

4. Editing personal information.

When users want to edit their own information such as passwords, name, last name, e-mail to click on the menu **Edit personal information**. Screen will display the image.

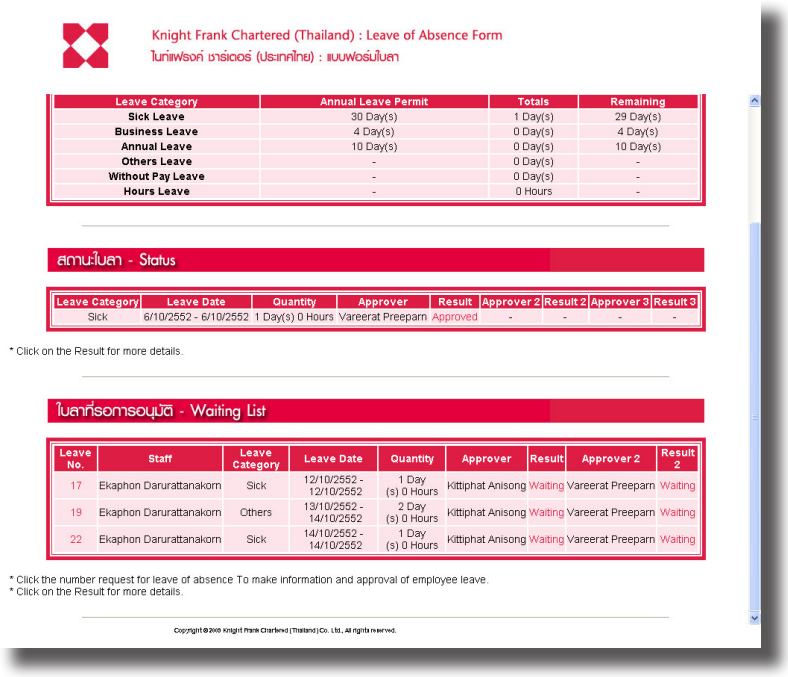


*** Please specify e-mail is e-mail the company only. ***

Approver Section

1. Approval letter.

If users are entitled to a letter of approval. Menu will appear with an increase in the information letter is to leave. Pending the form.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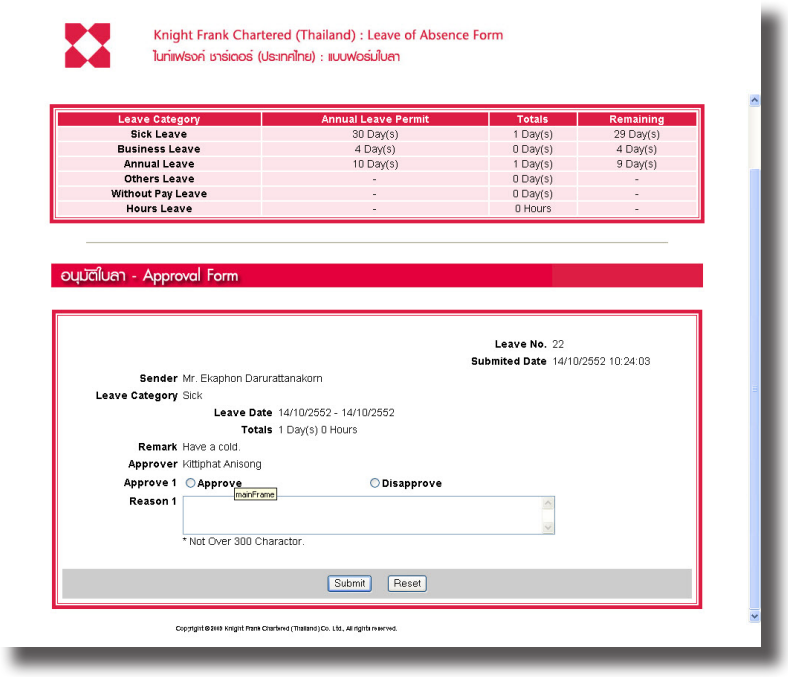
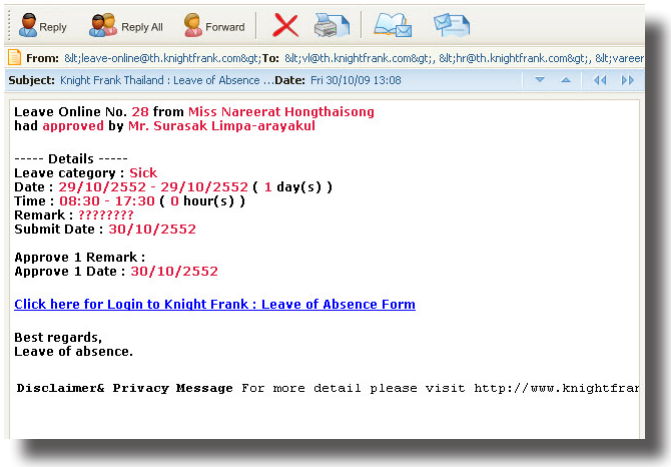
ไนท์เฟรงค์ ชาร์เตอร์ (ประเทศไทย) : แบบฟอร์มใบลา
Leave Category | Annual Leave Permit | Totals | Remaining
Sick Leave | 30 Day(s) | 1 Day(s) | 29 Day(s)
Business Leave | 4 Day(s) | 0 Day(s) | 4 Day(s)
Annual Leave | 10 Day(s) | 0 Day(s) | 10 Day(s)
Others Leave | - | 0 Day(s) | -
Without Pay Leave | - | 0 Day(s) | -
Hours Leave | - | 0 Hours | -
สถานะใบลา - Status
Leave Category | Leave Date | Quantity | Approver | Result | Approver 2 | Result 2 | Approver 3 | Result 3
Sick | 6/10/2552 - 6/10/2552 | 1 Day(s) 0 Hours | Vareerat Preeparn | Approved | - | - | - | -
* Click on the Result for more details.
ใบลาที่รอการอนุมัติ - Waiting List
Leave No. | Staff | Leave Category | Leave Date | Quantity | Approver | Result | Approver 2 | Result 2
17 | Ekaphon Darurattanakorn | Sick | 12/10/2552 - 12/10/2552 | 1 Day (s) 0 Hours | Kittiphat Anisong | Waiting | Vareerat Preeparn | Waiting
19 | Ekaphon Darurattanakorn | Others | 13/10/2552 - 14/10/2552 | 2 Day (s) 0 Hours | Kittiphat Anisong | Waiting | Vareerat Preeparn | Waiting
22 | Ekaphon Darurattanakorn | Sick | 14/10/2552 - 14/10/2552 | 1 Day (s) 0 Hours | Kittiphat Anisong | Waiting | Vareerat Preeparn | Waiting
* Click the number request for leave of absence To make information and approval of employee leave.
* Click on the Result for more details.

Approver can click number to view the letter of the day and leave the remaining number of days used to leave to the applicant to consider approval of the form.


Knight Frank Chartered (Thailand) : Leave of Absence Form
ไนท์เฟรงค์ ชาร์เตอร์ (ประเทศไทย) : แบบฟอร์มใบลา
Leave Category | Annual Leave Permit | Totals | Remaining
Sick Leave | 30 Day(s) | 1 Day(s) | 29 Day(s)
Business Leave | 4 Day(s) | 0 Day(s) | 4 Day(s)
Annual Leave | 10 Day(s) | 1 Day(s) | 9 Day(s)
Others Leave | - | 0 Day(s) | -
Without Pay Leave | - | 0 Day(s) | -
Hours Leave | - | 0 Hours | -
อนุมัติใบลา - Approval Form
Leave No. 22
Submited Date 14/10/2552 10:24:03
Sender Mr. Ekaphon Darurattanakorn
Leave Category Sick
Leave Date 14/10/2552 - 14/10/2552
Totals 1 Day(s) 0 Hours
Remark Have a cold.
Approver Kittiphat Anisong
Approve 1 Approve Disapprove
Reason 1
mainFrame
* Not Over 300 Charactor.
Submit Reset

Authorized to conduct approved nor disapproved by selecting the options below and click the **Submit button** to ask to leave the list will be lost.

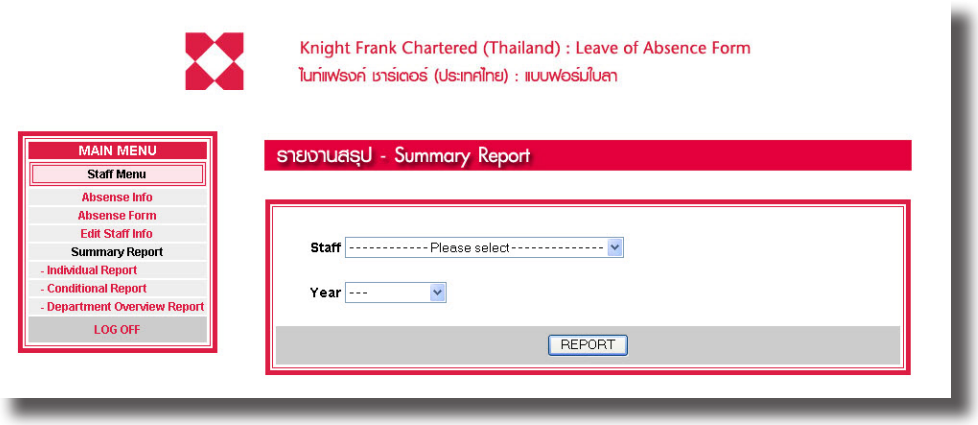

Reply
Reply All
Forward
From: <leave-online@th.knightfrank.com>To: <vl@th.knightfrank.com>, <hr@th.knightfrank.com>, <vareer
Subject: Knight Frank Thailand : Leave of Absence ...Date: Fri 30/10/09 13:08
Leave Online No. 28 from Miss Nareerat Hongthaisong
had approved by Mr. Surasak Limpa-arayakul
----- Details -----
Leave category : Sick
Date : 29/10/2552 - 29/10/2552 (1 day(s))
Time : 08:30 - 17:30 (0 hour(s))
Remark : ????????
Submit Date : 30/10/2552
Approve 1 Remark :
Approve 1 Date : 30/10/2552
Click here for Login to Knight Frank : Leave of Absence Form
Best regards,
Leave of absence.
Disclaimer& Privacy Message For more detail please visit http://www.knightfrar

Example E-mail will send notification of approval.

2. View the summary report.

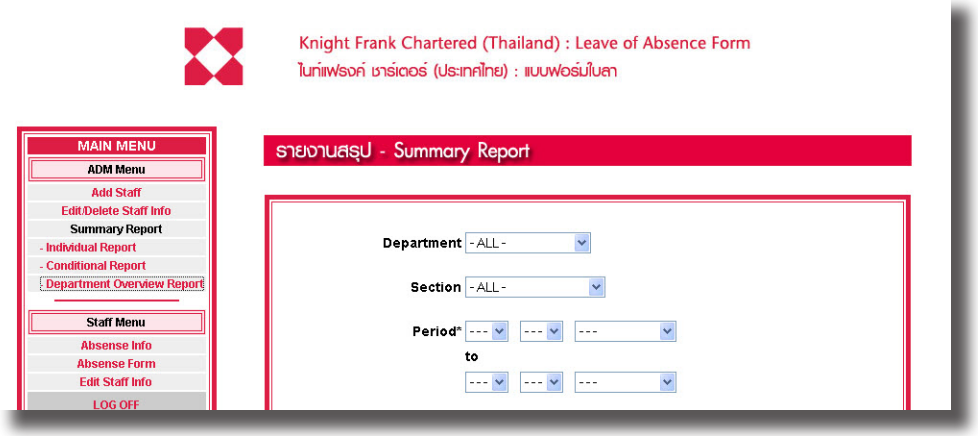
Approver can view the reports summarized as follows.

- Individual Report



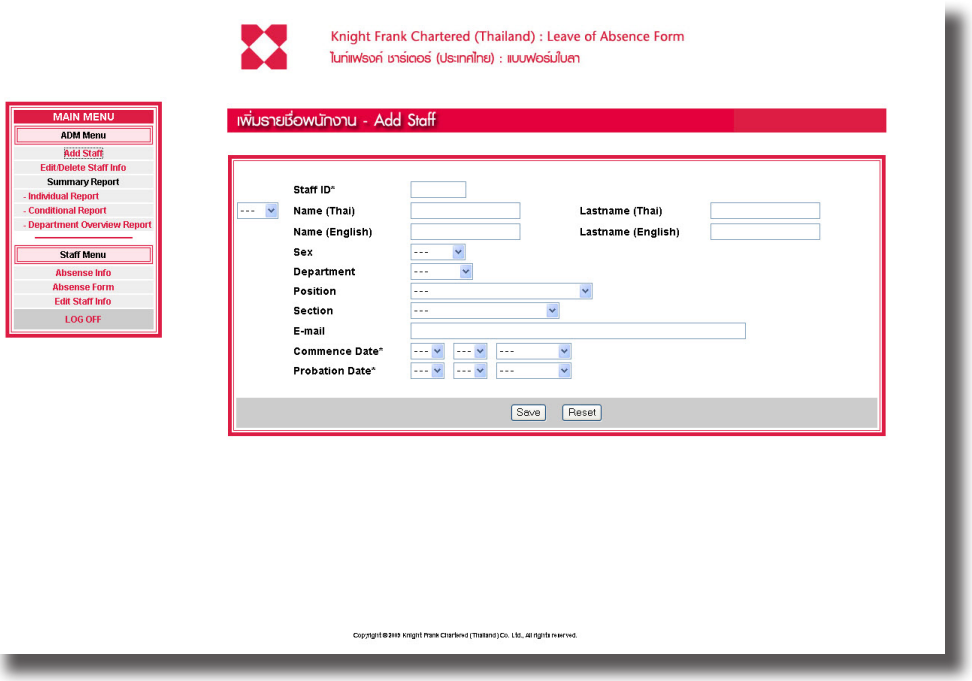
- Conditional Report

- Department Overview Report

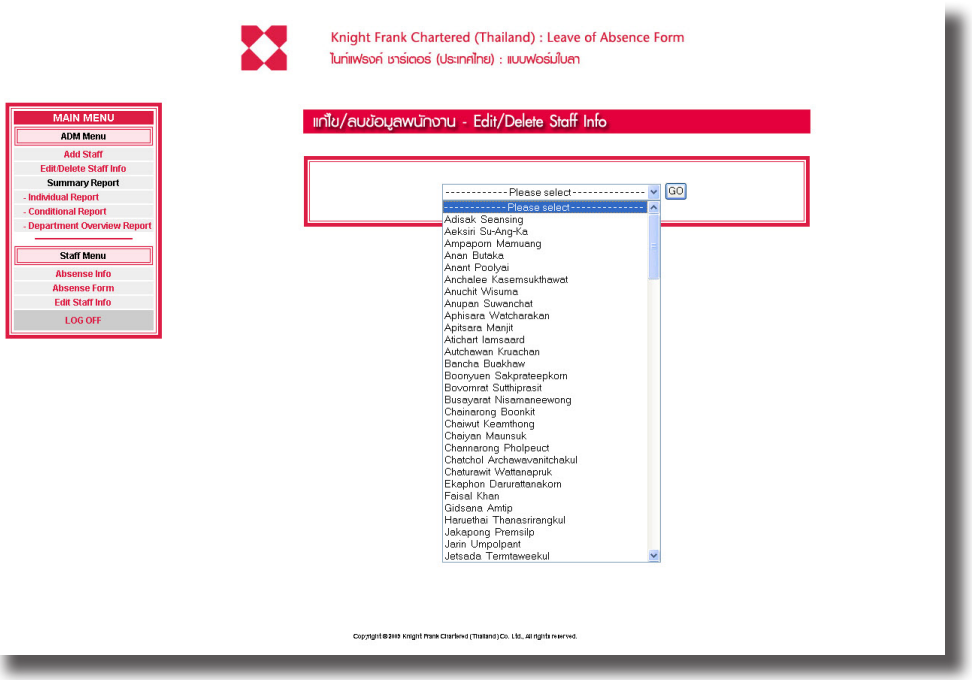


Administrator Section

1. Adding employees.



2. Edit / delete employees.



Every time a vacation or a letter of approval. The system information via E-mail every time.

Conducted by

Ekaphon Darurattanakorn

Information Technology

3 November 2009